

# Police Conduct Oversight Commission

## *Minutes*

**Regular Meeting September 13, 2016**

**Starting at 6:00 p.m.**

**350 Fifth Street, Room 241, Minneapolis, MN 55407**

---

**Commission Members Present:** Andrea Brown (Chair), Adrianna Cerillo, Afsheen Foroozan, and Jennifer Singleton (Vice Chair).

**Commission Members Absent:** Andrew Buss, Amran Farah, and Laura Westphal.

**Staff Present:** Imani Jaafar - OPCR Director, Ryan Patrick - Police Conduct Operations Supervisor, Gabriel Ramirez, and Kaela McConnon.

**Chair Brown called the meeting to order at 6:25 p.m.**

**A quorum of the Commission was present.**

**Singleton moved to adopt the meeting agenda with the following correction: items A - New Business and 6 - Complaint Filing Study Updates should be switched.**

Seconded.

No discussion. All-in-favor. None opposed.

**The motion carried.**

**Foroozan moved to adopt the meeting minutes from August 9, 2016.**

Seconded.

No discussion. All-in-favor. None opposed.

**The motion carried.**

## Public Comment

*Chuck Turchick:*

- Mentioned issues associated with the website and accessing case summaries..
- Discussed issues associated with case 16-15653 mentioning several concerns with regard to the complaint filing process, duration or length of time of investigation periods, dissemination of information, and difficulties members of the public have encountered in contacting the OPCR.
- Indicated that perhaps complaints can be avoided if the MPD would answer questions over the telephone.

## *Pending Approval*

*Cerillo* - asked if Mr. Turchick can attend an Outreach Committee meeting to collaborate and create a solution to the problem.

*Foroozan* - asked who the person was at the MPD who could not answer questions.

*Turchick* - indicated that the individual in question was the head of the public information office and that he would attend an upcoming Outreach Committee meeting.

*David Bicking*:

- Expressed concerns about the lack of consultation of outside groups or community members regarding the content of an upcoming CLE the OPCR is conducting and the OPCR's lack of community outreach.
- Discussed the lack of oversight of the complaint handling process.
- Recommended providing written statements to the police to ensure a written record.
- Discussed ethical issues regarding the PCOC doing outreach for the OPCR.

## New Business

### Complaint Filing Experience Study Updates

*Imanii Jafaar, Director of the Office of Police Conduct Review, addressed the Commission. The following were the main points from her presentation:*

- A workgroup has been put together to implement the PCOC recommendations, which includes QA, IA, and the OPCR.
- Have completed the complaint card to be distributed to complainants and provides information on the complaint filing process.
- Have clarified the complaint form to include type of investigator.
- There are now links to the complaint forms online and it has been produced in six languages.
- Also have created a unified complaint manual, which was a collaboration between the MPD and the OPCR, that is easy to understand and access.

*With the conclusion of the presentation from Director Jafaar, the Chair recognized Commander Jason Case of the MPD, who addressed the Commission. The following were the main points from his presentation:*

- Became involved in the project at the direction of Chief Harteau.
- Have developed procedures for three identified groups: supervisors, desk units, and all others; the idea is to have complaint process instruction to everyone in the MPD in the near future.

## *Pending Approval*

- Each individual at the MPD will have access to the complaint card and regardless of where the complaint was taken, it will loop back to a supervisor.
- The MPD website has information that is in contrast to the OPCR and have contacted IT to make the website consistent.
- There have been updates to policy 2-103, are currently in the process of rewording that to be in alignment and consistent with the three identified groups.

*With the conclusion of the presentation from Commander Case, the Chair recognized Imani Jafaar, who addressed the Commission. The following were the main points from her presentation:*

- The mayor has allocated funds in her proposed budget to improve the OPCR process, which includes a satellite office outside of the downtown area for interviews.
- Commander Case and Director Jafaar will meet with the Chief on a monthly basis.
- Will be finishing procedures and developing training for the MPD precinct supervisors on OPCR discipline, complaints and Coaching.

*With the conclusion of the presentation, the Chair opened the floor for discussion. The following is a list of speakers and an abstract of their individual comments:*

*Brown* - asked if a desk officer does not provide information with regard to a complaint, if there will be a way to track the complaint cards.

*Case* - indicated that there was discussion on numbering and it would be easy enough to produce on the card; there are also mechanisms to locate a particular officer or staff member via scheduling information and other records.

*Singleton* - asked if the name and badge information on the card had to do with the person issuing the card and asked about providing some type of lock box or other system to remove the desk officer from the process and provide a more neutral method of reporting.

*Jafaar* - stated that providing name and badge information is an accountability measure for the person issuing the card.

*Case* - at the moment there is no mechanism in place such as a lock box; the focus was getting the officers up to speed.

*Foroozan* - asked if Director Jafaar and Commander Case could review the training process.

*Case* - indicated that they have provided an overview of the process, how it works, the expectations of those involved, the discipline process, and coaching.

*Jafaar* - stated that the MPD and the OPCR will jointly release the training protocol.

## *Pending Approval*

*Foroozan* - indicated that providing knowledge base is good and there were those that took initiative, but many were turned away, which has created issues within the community and seems to be an ongoing problem with the MPD. The MPD is supposed to answer questions yet there seems to be a lack of emphasis on customer service or providing assistance to the public.

*Jafaar* - stated that they have tried to make the protocol crystal clear and have found that a vast majority of officers did not know what to do or who to go to for questions. There has been a lot of education over the summer and many have taken proactive steps whenever possible. There will be attitude issues, but education was a large problem. Many of the testers said the officers wanted to be helpful but had no idea what to do.

*Cerillo* - asked when and whom will be conducting the training and if the Commissioners can participate in the training sessions.

*Jafaar* - indicated that they will update the PCOC as the process moves along.

*Brown* - stated that the Audit Committee will periodically check on the progress of the recommendations resulting from this study and is also a proponent of the lock box in that it provides anonymity and a level of safety and security.

With no further discussion on the matter, the Chair then recognized Commissioner Singleton and the following motion was made:

## Unfinished Business

### Outreach Committee

*Commissioner Cerillo addressed the Commission. The following were the main points from her update:*

- Met with the vice president of the City Council who is supportive of the commission with regard to the lack of communication between various organizations and the Commission.
- Also met with several members of the community, the Federation, and City Council with regard to issues associated with oversight; the Commission is becoming recognized by elected officials who are willing to provide support to the Commission.
- Has also met with Jacque Erickson regarding the peace forum and has high hopes that the event is moving forward effectively.

*With the conclusion of the update from Commissioner Cerillo, the Chair opened the floor for discussion. The following is a list of speakers and a brief abstract of their individual comments:*

## *Pending Approval*

*Brown* - indicated that there will be another follow-up on the forum in October but doesn't feel that there is enough information at this point to vote on the issue.

### Policy and Procedure Committee

*Commissioner Singleton addressed the Commission. The following were the main points from her update:*

- There was no quorum at the last meeting; Commissioners Farah and Foroozan were absent.
- With regard to the mental health pilot program, the Mayor has proposed \$200,000 in her budget for funding.
- Met with Assistant Chief Arneson, Commander Schoenberger, and Inspector Waite of the MPD, who will be the core group with regard to implementation.
- Will continue to update as the process moves forward.

### Unfinished Business

#### 2016 Selected Case Summaries: August Case(s) 3, 5, and 7

*The Chair opened the floor for discussion on the case summary data from August 2016. The following is a list of speakers and an abstract of their individual comments:*

*Singleton* - noted that two of the three cases had complaint filing issues. In case number seven the mother called dispatch and was transferred to a precinct desk and in case five the complainant was directed to go to a different precinct.

*Foroozan* - indicated that with regard to complaint number three, perhaps de-escalation tactics would have been helpful; the family was distraught and agitated due to a medical emergency, which could have been handled more delicately.

With the conclusion of the discussion, the Chair recognized Commissioner Foroozan and the following motion was made:

**Move to move case number three to the Policy and Procedure Committee for further review.**

Seconded by Singleton.

The Chair opened the floor for discussion. With no further discussion on the matter, the Chair called for a voice vote.

All-in-favor. None opposed.

**The motion carried.**

**Audit Summary and New Case Selection**

Buss:	Absent	Singleton:	5, 8, 10
Cerillo:	3, 7, 9	Westphal:	Absent
Farah:	Absent	Brown:	5, 8, 10
Foroozan:	5, 8, 10		

Chair Brown indicated the new case selections for discussion at the September 2016 meeting are **case numbers 5, 8, and 10** as the top picks, which were then selected by **unanimous consent of the Commissioners**.

With no further discussion on the matter, the Chair moved to the next item on the agenda.

**Adjournment**

With all of the Commission's business concluded, the Chair entertained a motion:

**Foroozan moved to adjourn.**

Seconded.

All-in-favor. None opposed.

**The motion carried.**

**Chair Brown adjourned the meeting at 7:25 p.m.**